



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

Canc frp: Jul 03

FASOTRAGRUPACNOTE 1301
N1

20 JUL 2002

FASOTRAGRUPAC NOTICE 1301

Subj: ASSIGNMENT TO PRIMARY AND COLLATERAL DUTIES, AND OFFICER
PRECEDENCE LIST

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Primary Incumbents Duties
(2) Primary and Collateral Duty Assignments
(3) Courts, Boards, Committees, and Council Assignments
(4) Officer Precedence List (sep cover)

1. Purpose. To publish enclosures (1) through (4) as required by reference (a).

2. Responsibility.

a. The Executive Officer is charged by the Commanding Officer with the proper training, assignment and rotation of all personnel assigned to the command. All assignments and subsequent changes must be approved by the Executive Officer in consonance with the desires of the Commanding Officer.

b. Department Heads shall submit recommended changes to enclosures (1) through (3) to the Executive Officer via the Administrative Officer.

c. The Administrative Officer shall maintain enclosures (1) through (4) in a current status as directed by the Executive Officer.

3. Letters of Designation. Separate letters of designation are not required for assignment of individuals to primary or collateral duties. When a designation in writing of assignment to duties is required, the appearance of his/her name in this notice constitutes "designated in writing" and no further documentation is required. The only exceptions to this policy are for assignments specifically requiring a letter of designation as required by a referenced directive.

4. Action. The appointments and assignments to duties contained in enclosures (2) and (3) are effective this date. It is the responsibility of each person assigned duties by this notice to be cognizant of applicable references, maintain required records and files, and submit reports to the Commanding Officer via the Executive Officer as required. Complete turnover files will be maintained for each function to ensure timely relief and continuity of action in the event of illness or incapacitation of the incumbent.

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5. Cancellation contingency. Upon receipt of new FASOTRAGRUPACNOTE 1301.

A handwritten signature in black ink, appearing to read 'MR Allen', with a stylized flourish at the end.

M. R. ALLEN

Distribution:
FASOTRAGRUPACINST 5216.3A
List A and B

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PRIMARY INCUMBENTS DUTIES

<u>PRIMARY DUTIES</u>	<u>INCUMBENT</u>	<u>CODE</u>
Commanding Officer	CAPT ALLEN	N00
Executive Officer	CDR SERHAN	N01
Command Master Chief	AVCM(AW) TIJIDOR	N008
Officers-in-Charge		
Det Atsugi	SKC(AW) Rarugal	N02
Det Hawaii	LCDR MARTINEZ	N02
Det Lemoore	LT FELLOWS	N02
Det Whidbey Island	LCDR NIEZGODA	N02
Special Assistants		
Legal Officer	YNCS(AW/SW) MATTES	N01J
Command Career Counselor	AWC(AW) STRICKLAND	N016
Command Safety Officer/ Risk Management Officer	OS1(SW) HAYDEN	N01S
Command DAPA	PH1(AW) HENDRICKSON	N019
Department Heads & Assistants		
Administrative Officer	MR. WINBLAD	N1
Administrative LCPO	YNCS(AW/SW) MATTES	N11
Administrative Support		
Media Services	MR. BEHEIM	N19
Survival Officer	LCDR LOTZIA	N2
Assistant Survival	CAPT FERNEBOK (USMC)	N20
Survival Dept LCPO	BUCS(SCW) ROMINE	N20.1
Medical Officer	LT RUPP	N019
Clinical Psychologist/	LCDR HOYT	N019A
Survival Training Officer	LCDR LOTZIA	N2

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Director of Training	MR. WILLIAMS	N3
Assist Training Officer	VACANT	N30
Command Training Coordinator	AECS(AW) FLOWERS	N30.1
Curriculum Instructional Standards Office	MR. SWEENEY	N30A
NITRAS II/STASS Manager/ Quota Control	MR. MITCHELL	N30C
Aviation Maintenance Mgmt. Division Officer	ATC(AW) COSTALES	N31
Aviation Maintenance Management Branch	AKC(AW) LEGARDY	N311
Aviation Maintenance Curriculum Branch	AKC(AW) LEGARDY	N312
Aircrew Training Division Officer	AWC(NAC/AW) WALSH	N32
Aircrew Training Branch	AWC(AW) MILLER	N321
Microcomputer Division Officer	MR. CUTRIGHT	N33
Site Miramar Maintenance Management Training	MGySgt BOWEN	N34

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PRIMARY AND COLLATERAL DUTY ASSIGNMENTS

<u>COLLATERAL BILLET</u>	<u>INCUMBENT</u>	<u>CODE</u>	<u>PRD</u>
Officer Professional Advisor	CDR SERHAN	N01	MAR 03
Civilian Personnel Advisor	MR. WINBLAD	N1	INDEF
Automated Information	VACANT		
Beneficial Suggestion Program Coordinator (Civilian)	MR. WINBLAD	N1	INDEF
Casualty Assistance Calls Officer (CACO) Coordinator	LCDR LOTZIA	N2	JAN 05
CACO Rep			
Department N1 Rep	PH1(AW) HENDRICKSON	N1	JAN 04
Department N2 Rep	LCDR LOTZIA	N2	JAN 05
Department N3 Rep	ATC(AW) COSTALES	N3	OCT 03
Civilian Trng Coordinator	MR. WINBLAD	N1	INDEF
Command Managed Equal Opp	FCC(SW) BIENKO	N017	JAN 04
Command Sponsor Program Coordinator	YNCS(AW/SW) MATTES	N11	JAN 04
Command Sponsor Program Rep			
Department N1 Rep	YNCS(AW/SW) MATTES	N11	JAN 04
Department N2 Rep	BUCS(SCW) ROMINE	N20.1	AUG 03
Department N3 Rep	AECS(AW) FLOWERS	N3	APR 03
Commissioned Officer's Mess	LT RUPP	N019A	AUG 05
Disaster Preparedness Officer	LT LESKO	N01F	OCT 03
Drug and Alcohol Program	PH1(AW) HENDRICKSON	N018	JAN 04
Education Services Officer	AWC(AW) STRICKLAND	N016	MAR 03
Energy Conservation Task Group Representative	MRS. GAY	N141	INDEF
Senior Watchbill Coordinator	FCCS(SW) GREGORY	N01A	OCT 02
Enlisted Watchbill Coordinator	AS1(AW) ARREOLA	N01A	NOV 04
FASO CPO Mess Treasurer	HMC(SW) HUGHES	N21	MAY 03

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FASO MWR Committee Chairman	PH1(AW) HENDRICKSON	N12	JAN 04
Financial Specialist, Command	YNCS(AW/SW) MATTES	N11	JAN 04
Industrial Hygiene Coordinator	OS1(SW) HAYDEN	N01S	MAY 04
LIMDU Coordinator	YN2(SW) BREINER	N111	JAN 04
Marine Detachment, OIC	CAPT FERNEBOK	N2MC	NOV 03
MILCAP Officer	MR. WINBLAD	N1	INDEF
NASNI Composite Recreation	PH1(AW) HENDRICKSON	N12	JAN 04
Military Manpower	YNCS(AW/SW) MATTES	N11	JAN 04
NASNI Recycling Committee Rep	OS1(SW) HAYDEN	N01S	MAY 04
NAVOSH Coordinator	OS1(SW) HAYDEN	N01S	MAY 04
Naval Warfare Publications Clerk	AW1(AW) MEYERS	N3	JUN 04
Navy Relief Coordinator	TBA		
Officer Social Fund Treasurer	LT RUPP	N2	AUG 05
Ordnance Certification Board Chairman	LCDR LOTZIA	N2	JAN 05
Personal Excellence Program Coordinator (Adopt-A-School)	AS1(AW) ARREOLA	N3	JAN 03
PSD Liaison Rep	YN2(SW) BREINER	N111	FEB 04
Command Fitness Leader	EOC(SCW) ROLLS	N21	APR 04
Cmd Physical Security Officer	LT LESKO	N2	MAR 03
Official Mail Mgt. Officer	MR. WINBLAD	N1	INDEF
Range Safety Officer	GMC(SW) CASAS	N2	MAY 03
RSL Key Control	GMC(SW) CASAS	N2	MAY 03
RTL Watch Officer	FCCS(SW) GREGORY	N2	OCT 02
	LT LESKO	N2	MAR 03
RTL Medical Watch Officer	LT RUPP	N2	AUG 05
RTL Psychologist Watch Officer	LCDR HOYT	N019A	APR 02

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Safety Representatives	See Command Safety Committee		
Savings Bond Officer	AK1(AW) PASCUA	N3	APR 04
Security Manager, Command	LT LESKO	N3	MAR 03
Security Manager, Assistant	AW1(AW) BAST	N3	OCT 02
Security Officer, Warner Springs	MR. DUNCAN	N27	INDEF
Transportation Officer	MRS. GAY	N141	INDEF
Traffic Safety Officer	OS1(SW) HAYDEN	N01S	MAY 04
Urinalysis Coordinator, Cmd	AD1(AW/SW) SEYMOUR	N3	NOV 04
Urinalysis Coordinator, Asst	AZ1(AW) VANOVER	N3	APR 04
Victim/Witness Assistance Coordinator	AD1(AW/SW) SEYMOUR	N3	NOV 04
Voting Coordinator	PH1(AW) HENDRICKSON	N1	JAN 04
Weapons Officer	GMC(SW) CASAS	N2	MAY 03

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COURTS, BOARDS, COMMITTEES, AND COUNCIL ASSIGNMENTSBEQ Advisory Board Representative

Ref: NASNIINST 11101.8H
 Composition: YNCS(AW/SW) Mattes

BOQ Advisory Board Representative

Ref: NASNIINST 11101.8H
 LCDR Lotzia (N2)

Civilian of the Quarter/Year

Ref: FASOTRAGRUPACINST 12450.1H
 Composition:
 CDR Serhan (N01)
 Mr. Winblad (N1)
 LCDR Lotzia (N2)
 Mr. Williams (N3)

Command Assessment Team (CAT)

Composition:
 CDR Serhan (N01) Chairman
 FCC(SW) Bienko (N2) CMEO Officer
 AVCM(AW) Tijidor (N008) CMC
 AWC(AW) Strickland (N016) Command Career Counselor
 CDR Serhan (N01) CTT Team Leader
 AZ1(AW/SW) Ortega (N3) CTT Instructor
 Mrs. Gay (N141) Civilian Representative

Command Audit Board

Composition: As directed and assigned by the Executive Officer

Command Safety Committee

Ref: OPNAVINST 5100.23E
 Composition:
 OS1(SW) Hayden (N01S) (Safety Manager)
 Safety Reps:
 Robert Duncan (N27)
 OS1(SW) King (N2)
 AZ1(AW) Johnson (N3)

Command Training Team (CTT)

Composition:
 CDR Serhan (N01)
 AVCM(AW) Tijidor (N008)
 IC2 Jackson (N1) Coordinator
 PR1(AW/SWCC) Sturman (N2) Team Leader
 AZ1(AW/SW) Ortega (N3) Instructor

Command Enlisted Performance Evaluation Review Board

Ref: BUPERSINST 1610.10
 Composition:
 CDR Serhan (N01)
 AVCM(AW) Tijidor (N008)
 Members as assigned

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Composite Recreation Committee

Ref: OPNAVINST 3120.32C, Article 304.17
BUPERSINST 1710.11C

Composition:

PH1(AW) Hendrickson	(N1)	(Chairperson)
HM1(FMF) Jerome	(N2)	(Vice Chairperson/Treasurer)
AD1(AW/SW) Seymour	(N3)	(Secretary)
ABE1(AW) House	(N2)	
AW1(AW) Johnson	(N3)	

Energy Conservation Task Group

Ref: NASNIINST 4101.1A
Vacant

Enlisted Instructor of the Quarter

Ref: FASOTRAGRUPACINST 1650.6B

Composition:

AVCM(AW) Tijidor (N008)
AWC(AW) Strickland (N016)
Dept LCPO Rep and DET SEA

Enlisted Instructor of the Year

Ref: FASOTRAGRUPACINST 1650.6B

Composition:

CDR Serhan (N01)
AVCM(AW) Tijidor (N008)
Dept LCPO Rep and DET SEA

Fire Wardens

Ref: COMNAVBASESANDIEGOINST 1132.1,
FASOTRAGRUPACINST 11320.1G

Composition		BLDG
OS1(SW) Hayden	(N1)	646 (Primary)
IC2 Jackson	(N1)	646 (Alternate)
OS1(AW) King	(N2)	618
AW1(AW) Johnson	(N3)	335
AD1(AW) Bacay	(N3)	707 & 708
Mr. Duncan	(N27)	Warner Springs (Primary)
GMC(SW) Casas	(N27)	Warner Springs (Alternate)

International Military Student Officer (IMSO)

Ref: SECNAVINST 4950.4
CNAPINST 4950.2A
AWC(NAC/AW) Walsh N32

Loss Prevention Subcommittee 2nd Physical Security Review Committee

Ref: NASNIINST 5530.3B
Vacant

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Master Training Specialist Board

Ref: FASOTRAGRUPACINST 1553.1B

Composition:

AWC(AW) Strickland (N016)

Master Training Specialists as designated by the Training Officer

Navy Resale Activity/Defense Commissary Agency Advisory Board

Ref: NASNIINST 1700.10G

AVCM(AW) Tijidor (N008)

Officer Candidate Interview Board

Ref: OPNAVINST 3120.32C, Article 304.14

Composition

1 - Lieutenant Commander as assigned

2 - Lieutenants as assigned

Ordinance Certification Board

Ref: COMNAVAIRPACINST 8023.3G

Composition:

GMC(SW) Casas (N3) - Chairperson

Partnership Education/Oneonta

AS1(AW) Arreola (N3) Coordinator

Personal Effects Inventory Board

Ref: FASOTRAGRUPACINST 5830.2

Composition:

YNCS(AW/SW) Mattes Legal Officer

YN2(SW) Breiner Master-at-Arms

Designated CPO or PO1 from division

Physical Security Review Board

Ref: FASOTRAGRUPACINST 5530.1C

OPNAVINST 5530.14C

CDR Serhan (N01) - Chairperson

LT Lesko (N2) - Advisor

Mr. Winblad (N1)

AWC(NAC/AW) Walsh (N3)

Physical Security Review Committee

Ref: FASOTRAGRUPACINST 5530.1C

LT Lesko (N24) Security Officer Headquarters

Mr. Duncan (N27) Security Officer Det Warner Springs

Department Key Custodians/Security Reps:

YN2(SW) Breiner (N1)

AK1(AW) Fletcher (N2)

Vacant (N3)

Position Management Committee

Ref: CINCPACFLTINST 5310.5C

Composition:

CDR Serhan (N01) - Chairperson

Mr. Winblad (N1) - Assistant Chairperson

Mrs. Gay (N141)

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Professional Development Board

Ref: FASOTRAGRUPACINST 1040.2D

Composition:

CAPT Allen (N00)
CDR Serhan (N01)
AVCM(AW) Tijidor (N008)
AWC(AW) Strickland (N016)
YNCS(AW/SW) Mattes (N1)
BUCS(SCW) Romine (N2)
AECS(AW) Flowers (N3)

Department Head or Department LCPO Rep

Retention Team

Ref: CINCPACFLT/CINCLANTFLTINST 1040.1E

Composition:

CAPT Allen (N00)
CDR Serhan (N01)
AVCM(AW) Tijidor (N008)
AWC(AW) Strickland (N016)
SMC(SW) Strong (N2)
AD1(AW/SW) Seymour (N3)

Sailor of the Quarter Board

Ref: FASOTRAGRUPACINST 1700.5C

Composition:

AVCM(AW) Tijidor (N008)
Departmental Leading Chief Petty Officers
Detachment Senior Enlisted Advisors

Sailor of the Year Board

Ref: FASOTRAGRUPACINST 1700.5C

Composition:

AVCM(AW) Tijidor (N008)
Departmental Leading Chief Petty Officers
Detachment Senior Enlisted Advisors

Special/Summary Courts-Martial Panel

Ref: OPNAVINST 3120.32C, Article 304.22 and 304.23
Manual for Courts-Martial, and JAGINST 5800.7B

Composition: As Designated

Welfare/Recreation Audit Board

Ref: FASOTRAGRUPACINST 1710.1H

Composition:

Administrative Officer
Legal Officer
Representative from N1